

QUONSET DEVELOPMENT CORPORATION

Request for Proposals (RFP)
To Provide:
High Volume Scanning of Drawing Plan Files
Quonset Business Park, North Kingstown, RI
2014-004

Sealed proposals are hereby solicited by the Quonset Development Corporation (QDC) to procure a prime consultant to provide scanning services for paper, mylar, sepia, vellum and cloth engineering and architectural plans as well as file index cards. There are about 15,000 to 17,000 plans primarily of the E1 (42" x 30") and D (26" x 24") sizes. The scanning shall be conducted at the offices of the QDC.

Interested firms are required to submit proposals which clearly indicate the extent to which all requirements of the Request for Proposal will be fulfilled, including but not necessarily limited to staff experience, recent project experience, and the firm's role relative to the various project requirements. Each proposal must include at a minimum the following:

- Narrative description of the project scope of work which substantiates the firm's understanding of the project objectives;
- Technical information describing background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement. Firm/Team information and related project experience.
- A detailed description and cost of each task of the Scope of Services to be undertaken that indicates how the project would be completed, including a breakdown of any components; hours; resumes; billing rates and fees.
- A timeline for completion and contract costs of the components described above.

Interested firms may obtain Request for Proposal package(s) at the Quonset Development Corporation, 95 Cripe Street, North Kingstown, RI 02852 or by calling the Development Services Office at (401) 295-0044 ext. 218 between 9:00 AM & 4:00 PM weekdays.

Interested consultants shall submit RFP(s) to QDC at the address listed below no later than 2:00 PM Local Time on March 11, 2014. One (1) original and three (3) copies of the RFP shall be submitted to:

Steven J. King, P.E.
Managing Director
Quonset Development Corporation
95 Cripe Street, North Kingstown, RI 02852

The proponent assumes responsibility for RFP(s) submitted by mail or commercial delivery service. Facsimile and email submissions will not be accepted.

Any questions regarding this Request for Proposal should be directed to Edward J. Spinard Jr., P.E. Director of Development Services; at 401-295-0044 ext. 238.

A pre-proposal conference will be held on February 26, 2014 at 10 AM of the offices of the QDC.

This request does not constitute an offer on the part of QDC; rather, it is placed in order to solicit RFP(s). The Corporation reserves the right to reject any and all RFP(s) received, to waive any formalities in the RFP(s) received, and to accept those RFP(s) which in its sole judgment best serves the interests of the Corporation.